



# EMPLOYMENT OPPORTUNITY

1. RPA #
<b>4115 -GCC</b>
ANALYST'S INITIALS
DATE

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

<b>CLASS TITLE</b> <b>Office Technician</b>	<b>POSITION NUMBER</b> 293-500-1139-001	<b>TENURE</b> <b>PERMANENT</b>	<b>TIME BASE</b> <b>Full Time</b>	<b>CBID</b> <b>R04</b>
<b>OFFICE OF</b> <b>CA Gambling Control Commission</b>	<b>LOCATION OF POSITION (CITY or COUNTY)</b> <b>SACRAMENTO</b>			<b>MONTHLY SALARY</b>  <b>\$2598</b> <b>TO</b> <b>\$3157</b>
<b>SEND APPLICATION TO:</b> CA Gambling Control Commission 2399 Gateway Oaks Drive, Suite 100 Sacramento, CA 95814  <b>Attn: Susie Hernandez</b>	<b>REPORTING LOCATION OF POSITION</b> <b>2399 Gateway Oaks Drive, Suite 100</b>			
	<b>SHIFT AND WORKING HOURS</b> <b>DAYS - 8:00am to 5:00pm</b>			
	<b>WORKING DAYS, SCHEDULED DAYS OFF</b> <b>MONDAY through FRIDAY, DAYS OFF: SAT/SUN</b>			
	<b>PUBLIC PHONE NUMBER</b> <b>(916) 263-0700</b>	<b>PUBLIC PHONE NUMBER</b> <b>( ) -</b>		
<b>SUPERVISED BY AND CLASS TITLE</b> <b>Richard Ross, Deputy Director, Compliance Division</b> <b>and Cy Rickards, Chief Legal Counsel</b>				<b>FILE BY</b> <b>February 2, 2007</b>

The California Gambling Control Commission is a fairly small agency offering an opportunity to participate in an innovative organization with skilled and dedicated staff. The Commission is seeking qualified candidates to meet the challenge of a developing agency whose primary responsibility is to regulate gambling activities within the state. The Commission is located off of West El Camino Ave. in the South Natomas area with new facilities and **\*\*FREE PARKING\*\***.

## **JOB DESCRIPTION:**

This position will provide secretarial support to both the Deputy Director of the Compliance Division and the Chief Legal Counsel and will perform a variety of clerical support activities for division staff. Duties include but are not limited to: preparation of correspondence and reports for signature and distribution; maintenance of supervisor's and staff's calendars; maintenance of Tribal database; filing of legal pleadings; maintenance of files and logs; review of incoming documents and assigning to appropriate staff; ordering of supplies; preparation of training requests and travel expense claims; and providing back-up to Commission secretarial staff.

## **DESIRABLE QUALIFICATIONS:**

Ability to manage multiple priorities/projects. Ability to establish and maintain effective working relationships. Excellent communication skills (verbal/written). Experience with Microsoft Excel, Access, Word and database management.

## **WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:**

The incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. The use of a personal computer, telephone, copier and fax machine is essential to the duties of this position. The position requires bending and stooping to retrieve files, sitting and standing consistent with office work, and occasional light lifting of no more than 20 lbs.

## **SELECTION CRITERIA:**

Current State employees with status in the above classification or individuals eligible for appointment (SROA or surplus, list eligibility, transfers, reinstatements) to this class may apply. **\*\*CANDIDATES WHOSE ELIGIBILITY IS BASED ON AN EMPLOYMENT LIST MUST SUBMIT A COPY OF THEIR EXAMINATION RESULTS, INDICATING THEIR TEST SCORE.\*\*** All interested applicants must submit a standard State Application Form STD 678 (with original signature), and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. Will consider Training and Development assignment.

